

Community Services Executive Committee

AGENDA

Monday, February 2, 2015 – 10:30 a.m.

'52 Canadians Meeting Room – Memorial Sports Centre

- 1. CALL TO ORDER (Session #004)**
- 2. ADOPTION OF AGENDA (call for non-agenda items)**
- 3. DISCLOSURES OF CONFLICT OF INTEREST (& the general nature thereof)**
- 4. APPROVAL OF MINUTES – Monday, January 19, 2015**
- 5. ITEMS REFERRED FROM COUNCIL**
NIL
- 6. NEW BUSINESS**
 - a) On-Ice Ceremonies – ORFA Guidelines
- 7. NON-AGENDA ITEMS**
- 8. INFORMATION**
 - a) ORFA – Notice to Ontario Registered Refrigeration Plant Owner/Operators
 - b) Museum Advisory Committee
 - c) Next Meeting Date – Tuesday, February 17, 2015
- 9. CLOSE**

Community Services Executive Committee

Minutes of Meeting

Date: Monday, January 19, 2015 **Session No.** 003

This meeting of the Community Services Executive Committee was held at the Fort Frances Museum.

Committee Members present: Ken Perry – Chair; John Albanese – Councillor; June Caul – Councillor; Jason Kabel – Division Manager

Guest present: Wendy Brunetta – Councillor

1. CALL TO ORDER:

K. Perry called the meeting to order at 10:33 am. J. Kabel recorded the minutes of the meeting.

2. ADOPTION OF AGENDA (call for non-agenda items): No changes to the agenda.

3. DISCLOSURES OF CONFLICT OF INTEREST (and general nature thereof):

NIL

4. APPROVAL OF MINUTES:

Minutes of the Monday, January 5, 2015 Community Services Executive Committee meeting were approved as circulated.

5. ITEMS REFERRED FROM COUNCIL:

a) User Fees – the Community Services Executive Committee recommended to Mayor and Council to modify the user fees at the Memorial Sports Centre on two separate reports as follows:

Report 1 – Senior Rate – Lower the age for senior rate from 65 to 60 (similar to the analogous communities) and lower the senior annual membership fee to \$353.30 (\$40 reduction based on original 2014 report numbers).

Family Rate – no change recommended.

Report 2 – Corporate Rate – 1. Change the advertised naming convention to Corporate/Business. 2. 3-9 annual members – 10% discount, ≥ 10 annual members – 15% discount.

b) Argyle, MB Museum flag request (referred to A&F with input from CSEC) – The committee recommended to A&F that a Town of Fort Frances flag be sent to the Argyle, MB Museum as long as the only cost involved was supplying the flag and postage.

6. NEW BUSINESS:

a) Facility rental policy – the committee reviewed the policy and did not feel that modifications were necessary at this time.

b) Marina food trailer – the committee had consensus that if a local proprietor were to come forward with a proposal to use the grounds near the Sorting Gap Marina for a food trailer type of concession than it would get serious consideration as a supplement to the current operations.

7. NON-AGENDA ITEMS:

NIL

8. INFORMATION:

- a) Next Meeting Date – Monday, February 2, 2015

9. CLOSING

There being no further matters before the Committee at this time, the meeting was closed by K. Perry at 12:04 pm.

Chair

Manager (or Superintendent)/Secretary



Guidelines for Holding On-Ice Ceremonies

ORFA Inc.

INTRODUCTION

Significant events often have ceremonies that involve participants entering on to the ice sheet with inappropriate footwear. Many of these same individuals are oblivious to the associated risks to their participation in this environment. The law in Ontario states that it is the responsibility of the property owner to ensure the safety of anyone who enters onto their premises. The term “trip and fall” or “slip and fall” refers to falls that are a result of any condition which makes the surface where one is walking uneven and potentially hazardous. Injuries from these types of accidents can range from a bruised knee to serious fractures requiring extensive surgery.

A quick research of litigation involving slips and falls would discover that the primary contributor to these types of accident was one or a combination of loose carpeting or an uneven, wet/frozen surface. Then the question must be asked “how prepared are we when inviting our users onto an uneven (entrance thresholds), wet/frozen surface with loose carpeting on it?”

It should first be recognized that allowing any person to walk with inappropriate footwear or unprotected on an ice sheet for any activity is unacceptable. Facility staff must then give careful consideration on how to avoid “negligence” by unintentionally creating an unsafe environment. Consideration on how these activities will safely take place so that those entering onto and off of the ice are aware of the potential risks associated with their participation.

WAIVERS AND ASSUMPTION OF RISKS FORMS

Allowing or prohibiting of on-ice activities without skates or proper foot and head protection should be blended into existing rental contracts so that users are aware if such activities are acceptable. If there allowance, facility management then should clearly identify the process on how they may take place. A written waiver and assumption of risk form will prove invaluable in the event of disagreements or if litigation is threatened or filed. The question for the need of each on-ice ceremony participant to read and sign a waiver requires consideration. Should the event involve persons under the age of majority the pre-sharing of such a waiver well in advance of the event will require consideration. Are there to be persons with special needs participating? Are aged persons planning to take part? Will they be escorted? Trying to blanket waiver an entire group under one form that is signed by one individual on everyone’s behalf may have limited litigation reduction avoidance power. Remember your insurance carriers risk management department is always a positive resource for such reviews.

SELECTION OF SLIP PROTECTION

Selecting the right protective covering is paramount to user safety. Installing it correctly must also be part of the pre-planning activities. Most rinks that regularly host on-ice celebrations use specific carpets to assist participants to safely enter onto and off of the ice sheet. Other rinks try to use whatever is available in the building at the time. This may include rolled rubber which is not a good choice as it will become fairly slippery as it cools when placed on the ice surface.

Remember that the carpet will most likely not be secured to the ice sheet so the correct “carpet backing” material type

selection is important. To reduce bacteria and mold the backing should be made of moisture resistant materials. Selecting the correct carpet fiber weave to reduce the potential of it becoming wet and freezing thus creating an additional unforeseen skater trip hazard should also be considered. The protective matting should also meet Ontario Fire Code requirements.

To reduce the potential dirt being frozen into the ice creating a skater trip hazard post celebrations the backing should always be cleaned prior to use on the ice. The carpet should never be laid onto wet ice as it will freeze making it difficult to remove as well as possibly leaving behind parts of the carpet.

The next questions to be answered will be colour and width. YouTube has a copulation of referees tripping over carpets during their pre-skate. If you watch these clips you may note that most times the carpet colour blends into the ice colours which most likely contributes to the fall. Bright contrasting carpet colours should be considered.

How wide the carpet should be will be based on what the carpet will be used for. It should be considered that at some event there will be two people walking side by side. If so, 120cm (4ft) of carpet width should be considered a minimum. Often facilities are forced to quickly decide on a carpet purchase to meet the needs of a specific event. They are then left with this choice for years to come or have to repurchase additional carpet to meet other future user needs.

Protecting the sides of the carpet area so that persons cannot accidentally step off of the carpet onto the slippery ice surface should also be considered as part of the planning process.

By occupation, the media believes they have unlimited access to public facilities and often wander around the surface area to obtain pictorial vantage points. Operational policy must consider if this is acceptable or not. And if so, how these individuals should be attired to be allowed to conduct their business on our premise? Head and foot protection should not be deemed unreasonable with waivers being a considered litigation avoidance tool.

Participants should be explained that flat shoes with a slip resistant sole are always the best choice. Footwear such as high heels or dress shoes should be avoided whenever possible.

ENTERING ONTO THE SURFACE

Where is the best location to enter onto the surface? As most original designs gave no consideration for the activities we have been describing it becomes a site specific question. The center of the facility is always considered a premium location but may not be feasible in all rinks. Blocking entrance ways and vomitories with people and equipment for what might be considered a short period of time may raise concern with local fire officials. While using the machine gate area allows for a large entrance location it will also attract participants to the location while equipment is still in use. Additionally, these locations are often high risk areas for ice or water build-up having never been designed for the proposed activity.

Door thresholds are often coloured to blend into the dasherboard colour (white) thus unintentionally being hidden from persons crossing the area. Consideration on how to identify these potential trip hazards should be part of pre-planning activities. An additional risk factor is the

desire to often reduce lighting levels below the set recommendations of the Illuminating Engineering Society of North America (IESNA) recommendations for public lighting levels www.ies.org/store/product/sports-and-recreational-area-lighting-1033.cfm Currently the ORFA recommends no less than 50-foot candles and 500 Lux for on ice activities.

Additional selection factors for entrance area may include requirements for access to auxiliary equipment such as tables, chairs, sound systems or electrical plug-ins. All of these service items should be properly identified with the most appropriate safety identification (ESA Approved) as well as items such as GFCI protection being pre-event tested. Be cautioned that more than one table and chair has slipped away un-expectedly from the user while on an ice surface.

Remember the requirements of reporting to the Ministry of Labour under Section 51 of the OHSA should any person become critically injured during such a celebration. www.orfa.com/resourcecentre

FAILING TO PLAN IS SIMPLY A PLAN FOR FAILURE

Who will do the set-up and tear down? Sounds like a simple question but is it? Facility staff is the obvious best choice but often volunteers undertake key roles in these activities. Endorsing the recommendation by ORFA to have all on-ice workers wear head protection when working on the surface requires careful consideration while using foot slip protection may also be part of an internal Job Hazard Analysis (JHA) process. www.orfa.com/resourcecentre

Then the question becomes (may be part of a civil law suit) if it is a recommendation for paid staff why not volunteers conducting the exact same work in the exact same conditions?

Carpets are heavy; having adequate staffing levels as well as appropriate carts to move carpets, tables and chairs onto and off of the ice will help ensure a professional operational appearance is given while reducing the potential for worker injury. Remember to clean and dry them before storing them.

Staff customer service skills need to be sharp. Often they will be interacting or within close proximity of community dignitaries during these events. Their appearance, conduct and overall behaviour will be a direct reflection of the entire operation.

Facility management is encouraged to revisit their facility evacuation plan to include these events. Remember that any changes to existing fire plans must be filed with local fire officials.

The creation of a Standard Operating Procedure (SOP) for such an activity is a must. By developing a written plan that clearly identifies what is to transpire, by whom, with what, will help ensure operational success.

CONCLUSION

"Because we have always done it that way" is not a legal defense. Like all activities that happen in our environments this one must be put under an operational magnifying glass to confirm how we are conducting ourselves is appropriate in today's safety oriented world. In our business the only true constant is change.



"Ontario Recreation Facilities
Association Inc."
<orfa@orfa.com>

01/29/2015 09:37 AM

Please respond to
"Ontario Recreation Facilities
Association Inc."
<orfa@orfa.com>

To "Jason Kabel" <jkabel@fort-frances.com>

cc

bcc

Subject ORFA NOTICE - To Ontario Registered Refrigeration Plant
Owners/Operators (Attended and Unattended)



Ontario Recreation Facilities Association Inc.
1 Concorde Gate, Suite 102
Toronto, ON M3C 3N6
T.416.426.7062 F.416.426.7385 INFO@ORFA.COM

****Please do respond to this email. Email jmilton@orfa.com if you have any questions**

ATTENTION: Jason Kabel
EMAIL: jkabel@fort-frances.com
MEMBERSHIP ID#: 3609075

**Re: NOTICE TO ONTARIO REGISTERED REFRIGERATION PLANT OWNER/OPERATORS
(Attended and Unattended)**

Dear Jason,

The Ontario Recreation Facilities Association Inc. (ORFA) would like to bring to your attention the following important operational information that will affect your current refrigeration plant operation. Further, the ORFA strongly recommends that as this is the first time that the Technical Standards and Safety Authority (TSSA) has used the term "responsible person", this information be placed on the next agenda of the workplace Joint Health and Safety Committee meeting and/or Council agenda.

In August 2014, the TSSA released a ***Plant Safety Series No. 11 (PSS No.11)*** . This safety notice provides critical direction in support of the ***Ontario Operating Engineers Regulation*** which guides all Ontario registered refrigeration plant owner/operators. The PSS No. 11 should be posted on all ice arena health and safety boards and added to the plant room's mandatory operational manual and workplace specific operator training program.

TSSA PSS No. 11 Highlights include:

- orfaReminder to all Chief Engineers or Operators in Attended Plants (over 200hp) of their responsibility to ensure effective management of the plant.

- Clarification to Owners and users of Unattended Registered Refrigeration Plant Rooms (Under 200-hp) of their obligation to ensure that the plant complies with the Operating Engineers Regulation and that it is safely managed, operated and maintained by knowledgeable and properly trained responsible people.

To supplement the TSSA safety release, the ORFA has a series of ice arena industry best practice resources that are strongly recommended for review:

- **Refrigeration Plant Rooms: Responsible Person** - Released in January 2014 for both attended and unattended plant operations that provides direction toward minimum qualifications for “competency” in the ice arena industry.
- **Operating Engineer Regulation: How it Applies To Arenas in Ontario** - Re-released May 2011.
- **Refrigeration Plant Room Safety: Identification of Hazards and Risks** - Re-released January 2015. *Note: Equipment and System Identification – TSSA has created a voluntary Ontario specific system for identifying piping, equipment and controls in all Ontario registered refrigeration plant rooms. Specific to the ice arena refrigeration plant room, ORFA has formally adopted the recommendations as the standard to be met in our industry.*

The ORFA has also developed a one-day course, **Safe Arena Refrigeration Plant Operator** that focuses on:

- a review of the refrigeration cycle
- safety devices
- operational best practices and
- workers roles and responsibilities associated with safe refrigeration plant operations

That will be offered **February 13, 2015** and **March 26, 2015**.

Note: It is important to recognize that this one-day course is not intended to replace the ORFA Basic Refrigeration training course that is used by many owners as a minimum requirement for workers who have responsibilities in an ice arena refrigeration plant mechanical room, but is offered as ongoing professional development to those who have already obtained this level of training.

You are also encouraged to review the ORFA **"Certified Arena Refrigeration Plant Technician" (CARPT)** professional designation as one method of working towards the responsible person competency definition for unattended ice arena registered refrigeration plants. The CARPT is also ORFA's recommended process for recertification to those who currently work in an ice arena and hold a TSSA Refrigeration Operator Class "B" Certificate that is more than 5 years old.

Should you have any questions regarding this notice, please do not hesitate to contact Mr. Terry Piche, ORFA Technical Director - tpiche@orfa.com or 416.426.7062.

Thank you,

A handwritten signature in black ink, appearing to read 'John Milton', with a long horizontal flourish extending to the right.

John Milton, Chief Administrative Officer

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Fort Frances Museum Advisory Committee Minutes

Meeting: Mon Jan 19, 2015, 4:15 p.m.

Present: Debbie Ballard ✓ Robert Schulz ✓ Mary Hickling ✓ Jim Curr Caren Fagerdahl

Council representative: Paul Ryan; Committee Secretary: Sherry George ✓ Guests:

Minutes from last meeting, Nov 17: adopted as sent.

Governance: B.Caldwell has retired after eight years and J.Kielczewski after four. Thank you, Bruce and Judy, for your years of dedicated service! We welcome new members Jim Curr and Caren Fagerdahl, and councillor Paul Ryan.

Finance: Museum received a generous donation from the estate of Dino D'Agostini. Sherry provided a wish-list to J.Kabel; presented same to committee. Following discussion, it was moved by R.Schulz that this fund, similar to donation money, should be earmarked for those items/programming that fall outside of spending for daily operations or building maintenance. Spending should enhance the museum experience, thus suggestions such as Hallett doors and water in the basement should be struck from the list. In addition to other items, the museum should add an honorarium for M.Hayes and Saturday arts programming, meeting Friends spending \$1/\$1. D.Ballard seconded the motion. Motion carried.

Collections: As discussed, accessioning backlogged. Sherry is reviewing grant opportunities for intern positions.

Exhibitions:

- **Main floor** – Current exhibit, anniversaries of world wars, held over. May to August: 50th Anniversary of Noden Causeway. Sept to Dec: Artistry of Hooked Rugs. *Earmarked \$15,000 from estate settlement for traveling exhibits.
- Upstairs gallery** – history of local hockey for Dudley Hewitt Cup. RRFN history for upcoming celebration in June.

Interpretation & Education: Sherry sent info and samples of this exhibit to schools, but no additional classes have visited. Two classes will tour upstairs exhibit next week. Friends group is looking at funding art workshops on Saturdays.

Research: Museum is still receiving information for current exhibit – small backlog. Also Noden causeway.

Conservation: Purchasing a display case for Noden's regalia. Waiting on criteria from conservator, Jane Dalley.

Physical Plant: Hallett clean-up scheduled for spring. Trust money spending includes additional bank of spot lighting upstairs and shelving.

Community: Friends SnOasis is set to go for the last Saturday in March break, the 21st. Various winter games and the Nordic Ski Club at the Lion's Park. Cookies, hot chocolate and face painting at the library. Toonie swim at Sportsplex.

Human Resources:

1. Council denied part-time help for the Museum, but will support accessing grant funding for an intern. Sherry in discussion with J.Gillon regarding N.Ont Internship Program. This program does not require a project to be the focus as other grant programs do, so will help with the collection backlog, and day-to-day workload. Also discussed casual help for the museum, similar to what is provided for the civic centre.

New Business:

1. Numbers: Nov 2014 visitors: 586; (385 in 2013); Dec 2014 visitors: 156; (126 in 2013).

Old Business: Snowbirds visiting this summer; looking at an event to tie-in to museum.

Ontario Arts Council: One application for exhibition assistance withdrawn.

Follow-up: *Recommendations to be made to Executive Committee of Community Services... Note Finance above.*

Meeting adjourned at 5:20 p.m.

Next meeting: Mon Feb 16 at 4:15 p.m. or Tues Feb 17 at noon? Should note that Monday is a holiday.